

COVID-19 RISK ASSESSMENT




Activity/Process	Covid-19 Risk Assessment for Magic Man	Contractor	Magicman Ltd, Portslade BN41 1GL	Date	30 September 2020		
Client	All	Assessor	D Bardsley NEBOSH Tech IOSH	Signature:	<i>D A Bardsley</i>		
Site Address	Gordon House, 15 and 17 Gordon Road, Portslade, BN41 1GL			Reference:		Revision:	2

This risk assessment is used to give all personnel general awareness of the foreseen hazards likely to be met when carrying out the associated task, activity, or even in the vicinity of the task or activity thereof; and to inform on the minimum control measures considered necessary to control the risk as far as is reasonably practicable.

Note: When determining and assessing controls, or changes to existing controls, consideration MUST be given to reducing the risks according to the following hierarchy:

1. Elimination, 2. Substitution, 3. Engineering Controls, 4. Signage/Warnings and / or administrative controls 5. Personal Protective Equipment

Within this Risk Assessment and the considerations of controls, human behavior MUST be considered including: • Capabilities • Attitude

PPE to be worn: Mandatory: 	Additional PPE for specific task: 	Other Precautions: 
---	---	---

Item	Hazard/Risk <i>(Hazard: Description of activity to cause harm) (Risk: Description of activity's likelihood to cause harm) e.g. Noise-induced hearing loss, etc</i>	Person at Risk/Harm <i>(Site staff, Visitors, Subcontractors, General Public, etc)</i>	Risk Evaluation <i>(no controls)</i>			Controls <i>(Detail all necessary control / preventive measures for each hazard)</i>	Residual Risk Evaluation <i>(with controls)</i>		
			L	C	R		L	C	R
1	Office worker/technician ill with covid-19 type symptoms or sharing a home with someone who has become ill.	All personnel	3	3	9	<ul style="list-style-type: none"> If at work when symptoms begin, go home immediately. Stay at home and self-isolate for 14 days. Immediately inform employer/site operator. Notify the NHS and arrange for a test. Ensure others in the same household also self-isolate for 14 days. After 14 days, do not return to the workplace unless clear of symptoms for 7 days. Others who worked in vicinity of person reporting symptoms to also self-isolate and arrange for a test and only return to the workplace if a negative result <u>and</u> no symptoms. Undertake a thorough clean of the office premises. Review covid-19 control measures and, if necessary, re-issue revised risk assessment. 	1	3	3

COVID-19 RISK ASSESSMENT



Item	Hazard/Risk (<i>Hazard: Description of activity to cause harm</i>) (<i>Risk: Description of activity's likelihood to cause harm</i>) e.g. Noise-induced hearing loss, etc.	Person at Risk/Harm (<i>Employees, Visitors, Subcontractors, General Public, etc.</i>)	Risk Evaluation (no controls)			Controls (Detail all necessary control / preventive measures for each hazard)	Residual Risk Evaluation (with controls)		
			L	C	R		L	C	R
2	Travelling from overseas	Personnel travelling from overseas	3	3	9	<ul style="list-style-type: none"> Self-isolate for 14 days. Then, only return to work if no signs of covid-19 symptoms and you've had no exposure to others that might have had the virus. 	1	3	3
3	Staff working at or visiting Gordon House.	All personnel, including visitors	3	3	9	<ul style="list-style-type: none"> Work from home if possible. Establish new spaced-out seating plan in office. No more than four people in larger open office. Individual offices occupied by one person only. Zigzag pattern in open area on the first floor, so staff are not facing each other. Hand sanitizer located near doorways, room entrances and other access points. Regular cleaning of handrails, door handles, kitchen surfaces. Never sit within 2 metres or opposite of work colleagues. Step aside when others want to pass in walkways. Do not locate staff near doors or printers. Staff to eat at desks rather than in dedicated rest-room. Weather permitting hold meetings outside. Avoid crowded public transport. Cycle if safe to do so. Do not enter kitchen area if already occupied. Request PPE from employer if and when necessary. 	1	3	3

COVID-19 RISK ASSESSMENT



4	Technicians attending construction sites	Other contractors, technicians	3	3	9	<ul style="list-style-type: none"> • Follow Construction Sector/Main Contractor covid-19 site guidance. • At all times follow latest advice on social distancing and hygiene. Wash hands frequently and use sanitisers. • Ensure the safe disposal of tissues. • Wear gloves and face-fit masks if working less than two-metres from others. • Clean all work areas after use with cleansing agent • Do not attend work if feeling unwell. • If ill, report immediately to site operator/owner if you experience Covid-19 type symptoms. • Self-isolate for 14 days (at least) if you have symptoms or if one of your co-workers or someone in your household develops symptoms. • Then, still do not return to work until clear of symptoms for 7 days. • Do not travel by public transport. • Eat lunch in vehicle. 	2	2	4
---	--	--------------------------------	---	---	---	--	---	---	---

COVID-19 RISK ASSESSMENT



5	Attending residential and other properties	Residents, occupants, technicians	3	3	9	<ul style="list-style-type: none"> • Follow the 2-metre rule on social distancing • Regular hand-washing (on arrival and departure) • Dispose of tissues safely • Remove shoes on entry or wear overshoes • Wear PPE and face masks • Do not touch non-work surfaces • Do not touch pets • Wipe down work surfaces with cleansing agents before leaving • Do not attend work if feeling unwell with covid-19 type symptoms • Report immediately to your Line Manager • Arrange for covid-19 test • Self-isolate for 14 days (at least) if you have symptoms or if one of your co-workers or someone in your household develops symptoms. • And do not return to work until clear of symptoms for 7 days • Do not travel by public transport. • Eat lunch in vehicle. • Do not enter property if the resident is in an 'at-risk' group • Do not enter the property if the resident or others in the building are self-isolating. 	2	2	4
---	--	-----------------------------------	---	---	---	--	---	---	---

COVID-19 RISK ASSESSMENT



			C=Consequence				
			1	2	3	4	5
R = Risk Evaluation			Insignificant damage to property.	Slight damage to property.	Moderate damage to property.	Critical damage to property.	Catastrophic loss of business.
			Minor Injury	Non-reportable injury	Reportable injury.	Major injury/single fatality.	Multiple fatalities
L=Likelihood	5	Almost Certain	5	10	15	20	25
	4	Probably Occur	4	8	12	16	20
	3	Possibly Occur	3	6	9	12	15
	2	Remote Possibility	2	4	6	8	10
	1	Extremely Unlikely	1	2	3	4	5

Action and Timescale
Hazard MUST be eliminated or avoided, work NOT to proceed
Risk MUST be controlled so far as is reasonably practicable
Risk is adequately controlled / insignificant